



DEPARTMENT OF THE AIR FORCE
97TH AIR MOBILITY WING (AETC)
ALTUS AIR FORCE BASE OKLAHOMA

5 November 2021

MEMORANDUM FOR ALTUS AFB ALL PERSONNEL

FROM: 97 AMW/CC

SUBJECT: 97 AMW Policies and Directives Regarding Coronavirus Disease 2019 (COVID-19)

- References:
- (a) 97 AMW/CC Memorandum, "Declaration of Public Health Emergency on Altus Air Force Base," August 6, 2021
 - (b) Executive Order 13991, "Protecting the Federal Workforce and Requiring Mask-Wearing," January 20, 2021
 - (c) Secretary of Defense Memorandum, "Use of Masks and Other Public Health Measures," February 4, 2021
 - (d) Secretary of the Air Force Memorandum, "Department of the Air Force Guidance on Use of Masks," February 16, 2021
 - (e) Secretary of Defense Memorandum, "Update to Conditions-based Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," March 15, 2021
 - (f) [Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protections Guidance \(Supplement 20\) – Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic," April 12, 2021](#)
 - (g) Under Secretary of Defense Memorandum, "Force Health Protection Guidance (Supplement 17) Revision 1 – Department of Defense Guidance for the Use of Masks, Personal Protective Equipment, and Non-Pharmaceutical Interventions During the Coronavirus Disease 2019 Pandemic," June 22, 2021
 - (h) Deputy Secretary of Defense Memorandum, "Updated Mask Guidance for all DoD Installations and Other Facilities," July 28, 2021

1. On 6 August 2021, I declared a public health emergency for Altus AFB in response to the growing threat of Coronavirus Disease 2019 (COVID-19), and have continuously renewed it since that time (reference (a)). I am committed to posturing Altus AFB to accomplish our critical training mission while ensuring the health and safety of our workforce, families, and community. Due to the current risk COVID-19 poses to the health, safety, and security of all personnel and the mission of Altus AFB, I have implemented the following policies and directives, which will remain in effect until superseded or rescinded.

2. ALL PERSONNEL:

a. COVID-19 Self-Reporting:

(1) All military personnel assigned to, or serving on, Altus AFB are ordered to report (1) being tested for COVID-19, (2) the results of your COVID-19 test, and (3) being declared

"presumptively positive" for COVID-19 by a qualified healthcare provider, to your chain of command as soon as possible, but no later than 24 hours from notification of the positive test result. This reporting requirement covers any testing or "presumptive positive" diagnosis obtained at either a military or civilian treatment facility. Additionally, military personnel must notify their chain of command if they come into close contact (within six feet) of any individual who they believe may have COVID-19. This includes their chain of command when a dependent or anyone else with whom the military member resides tests positive for COVID-19 or is declared "presumptively positive" for COVID-19 by a qualified healthcare provider.

(2) Civilian employees, contractors, and family members are highly encouraged to report COVID-19 testing, test results, qualified healthcare provider diagnoses of "presumptive positive," and close contact (within six feet) of any individual who they believe may have COVID-19 as soon as possible. Civilian employees can report to their supervisory chain; contractor employees can report to their employer who, in turn, can report to the contracting officer representative; and family members can report to their sponsor, who can then report to their chain of command.

(3) It is DoD and Air Force policy that military installations, property, personnel and other individuals working or residing on military installations, will be protected under applicable legal authorities against communicable diseases. Moreover, as the Altus AFB Commander, I have a duty to promote and safeguard the welfare of persons under my command. Reporting COVID-19 testing, results, and diagnoses allows us to reduce the spread of COVID-19 and protect our military members, civilian workforce, families, and local community.

b. **Contact Tracing:** All personnel with access to Altus AFB are required to fully cooperate in contact tracing when requested by Altus AFB Public Health. Military personnel and civilian employees who do not cooperate with contact tracing are subject to administrative or disciplinary action. Contractors, family members, and other individuals with access to the installation who fail to cooperate with contact tracing may forfeit base access privileges until contact tracing is accomplished or be subject to other risk mitigation measures for the safety of the base populace.

c. **Leave and Pass Travel:** This policy on leave and pass (including weekends) applies to all military personnel assigned or attached to Altus AFB, including individuals assigned to tenant units located on Altus AFB and individuals TDY to Altus AFB. According to DAF/A1, leave approval for military personnel has returned to pre-COVID-19 rules, as detailed in AFI 36-3003, *Military Leave Program*. Therefore, there is no heightened requirement for squadron commanders to approve leave or pass outside the local area, unless such a requirement is established by group or squadron commanders. Additionally, squadron commanders are authorized to define the local area in accordance with AFI 36-3003 and the Joint Travel Regulations. When deciding whether to allow leave or pass outside the local area, supervisors must conduct a risk assessment with the traveler. At a minimum, the risk assessment must include

(1) the individual's mode of transportation (public v. private);

- (2) travel route;
- (3) planned activities while on leave/pass;
- (4) the number of individuals they will have close, sustained contact with while on leave/pass;
- (5) additional risk mitigation measures (such as adherence to the Big 3); and
- (6) the impact to mission on any subsequent risk mitigation measures (such as self-quarantine or advanced medical monitoring) deemed prudent upon the individual's return to Altus AFB based upon the overall risk assessment.

Additionally, pursuant to references (e) and (f), the risk assessment must also include

- (7) whether the individual has exhibited any signs or symptoms of COVID-19 within the previous 14 days;
- (8) whether the individual has had contact with anyone having, or known to have exhibited, signs or symptoms of COVID-19, or who has tested positive for COVID-19 within the previous 14 days;
- (9) whether the individual has traveled to a county, a State, territory, or country with high or increasing COVID-19 transmission [as defined by the CDC](#) within the previous 14 days;
- (10) whether the individual is at increased risk of severe illness of COVID-19;
- (11) whether the individual is familiar with how to self-monitor and what actions to take if he or she develops COVID-19 symptoms or contracts COVID-19 while on leave/pass. Prior to travel, all travelers should be educated on how to self-monitor and what actions to take if they develop COVID-19 signs or symptoms or contract COVID-19;
- (12) whether the individual has completed a COVID-19 immunization series and, if so, when; and
- (13) the status of community spread of COVID-19 for the travel destination (see <https://covid.cdc.gov/covid-data-tracker/>).

d. **Hand Washing:** All personnel can still spread the virus by coming in physical contact with the virus and then touching other surfaces. Therefore, all personnel are to continue the practice of washing their hands frequently.

e. **Masks in Health Care Settings:** Pursuant to reference (g) and in accordance with CDC guidelines, all individuals, regardless of vaccination status, must wear a mask in health care settings, including DoD military medical and dental facilities, except as detailed in paragraphs 3.b.(3)–3.b.(4) and 4.b.(3)–4.b.(4) below.

3. VACCINATED PERSONNEL:

a. For the purpose of this policy, “vaccinated personnel” is defined as those individuals who have (1) received both doses of a two-dose COVID-19 vaccine (such as Pfizer or Moderna) and at least 14 days have passed since receipt of the second dose; or (2) have received a single-dose vaccine (such as Johnson & Johnson), and at least 14 days have passed since receipt of the dose.

b. **Masks:**

(1) On-Base Mask Wear by Vaccinated Personnel: Pursuant to references (g) and (h) and in accordance with Centers for Disease Control (CDC) guidance, vaccinated personnel on Altus AFB are not required to wear masks outdoors. However, pursuant to reference (h), whether vaccinated personnel are required to wear masks indoors on the installation (in other than health care settings) depends upon the CDC’s COVID-19 community transition level for Jackson County, OK, as reported on the CDC’s website at <https://covid.cdc.gov/covid-data-tracker/>. When Jackson Co. is rated as either “low” or “moderate,” vaccinated personnel are not required to wear a mask on the installation. When Jackson Co. is rated as either “substantial” or “high,” vaccinated personnel are required to wear masks on the installation, except as detailed in paragraphs 3.b.(3)–3.b.(4) below. This mask-wear policy applies to all total force military personnel, civilian employees (including non-appropriated funded civilians), onsite contractor employees, and visitors to the installation.

(2) Off-Base Mask Wear by Vaccinated Personnel: Pursuant to references (c) and (d), all individuals performing duties on behalf of the DoD from any location off the installation, must wear masks and maintain 6-foot physical distance from non-household members, except as detailed in paragraphs 3.b.(3)–3.b.(4) below. Additionally, all personnel not performing duties on behalf of the DoD are highly encouraged to wear masks indoors while off the installation and maintain 6-foot physical distance, if feasible, from non-household members.

(3) DAF-Wide Mask-Wear Exceptions for Vaccinated Personnel: Pursuant to reference (d), vaccinated personnel are required to continuously wear masks while indoors on the installation, with the following limited exceptions:

- (a) when an individual is alone in an office with floor-to-ceiling walls with a closed door;
- (b) when alone in a vehicle or sharing the vehicle only with members of their household;
- (c) for brief periods of time when eating or drinking;
- (d) when actively participating in physical fitness activities;
- (e) when it is required to be lowered briefly for identification or security purposes;
- (f) when necessary to reasonably accommodate an individual with a disability;
- (g) when necessary to reasonably accommodate a religious belief;

- (h) when underlying health conditions that prohibit the wear of a face covering exist and the individual is in possession of medical documentation from a health care provider outlining such a condition and the restrictions the condition places on wear of a face covering;
- (i) when mask use substantively interferes with the proper wear and use of personal protective equipment necessary for the accomplishment of one's military duties (e.g., when wearing occupational personal protective equipment (PPE), firefighters wearing supplied air respirators, Airmen wearing CBRN masks, etc.);
- (j) when personnel are in primary aircrew positions during critical phases of flight or emergencies; or when using flight crew oxygen equipment;
- (k) when clear or unrestricted visualization of verbal communication are essential to safe and effective operations.

(4) 97 AMW Categorical Mask-Wear Exemptions for Vaccinated Personnel: Pursuant to the authority delegated to me by the Secretary of the Air Force in reference (d), I grant the following additional categorical exemptions to the requirement for vaccinated personnel to wear a mask:

- (a) *Rivers Elementary School*: Military personnel visiting Rivers Elementary School must wear a mask while indoors. All other vaccinated personnel at Rivers Elementary School are not required to abide by DoD and DAF mask wear policies, but are highly encouraged. Rivers Elementary School may continue to establish mask wear policies consistent with CDC and Department of Education guidance.
- (b) *Safe Operation of Aircraft*: Vaccinated aircrew will continue to wear masks during all phases of flight training to the maximum extent that it is practical and safe and does not interfere with the safe operation of an aircraft. Vaccinated aircrew may remove masks when necessary for safe operation of an aircraft.
- (c) *Courts-Martial and Administrative Discharge Boards*: In order to promote fair processes and protect the constitutional, statutory, and regulatory rights of personnel involved in these proceedings, the requirement to wear masks may be modified to allow witnesses to not wear masks while testifying, to allow members to not wear masks while answering questions during voir dire, and in other similar situations furthering fair processes and protecting rights in the discretion of the presiding official.
- (d) *Briefers*: Vaccinated personnel conducting group briefings are authorized to remove their masks while speaking, as long as they are physically distanced from all other individuals by at least six feet.

(5) Case-by-Case Exceptions: Pursuant to reference (g), authority to authorize case-by-case exceptions to the DoD and DAF mask wear policies on Altus AFB is reserved to 97 AMW/CC. This reservation of authority does not preclude squadron and group commanders from having the discretion to assess case-by-case risk to force and/or mission, and to make risk-based mask-wear

decisions informed by circumstances of heat stress, occupational hazards, and the immediate health and safety of their teams.

(6) **Authorized Masks**: Masks must cover the nose and mouth, fit snugly around the nose and chin, and have no large gaps around the sides of the face. DoD approved masks include non-medical disposable masks, masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Novelty or non-protective masks, masks with ventilation valves, and face shields are not authorized as a substitute for masks. Masks worn by military personnel while in uniform must be conservative, professional, and in keeping with dignity and respect.

c. **Physical Distancing**: Pursuant to reference (h), other than in the settings described in paragraphs 2.e., 3.b.(2), 3.b.(4)(d), vaccinated personnel are not required to maintain physical distancing as a mitigation measure.

4. UNVACCINATED PERSONNEL:

a. For the purpose of this policy, “unvaccinated personnel” is defined as anyone who does not meet the definition of “vaccinated personnel” in paragraph 3.a. above.

b. **Masks**:

(1) **On-Base Mask Wear by Unvaccinated Personnel**: Pursuant to references (b)-(d), (g) and (h), all unvaccinated total force military personnel, civilian employees (including non-appropriated funded civilians), onsite contractor employees, and visitors to the installation are required to wear masks continuously while on the installation, whether indoors or outdoors, except as detailed in paragraphs 4.b.(3) – 4.b.(4) below.

(2) **Off-Base Mask Wear by Unvaccinated Personnel**: Pursuant to references (c) and (d), all individuals performing duties on behalf of the DoD from any location off the installation, must wear masks and maintain 6-foot physical distance from non-household members, except as detailed in paragraphs 4.b.(3) – 4.b.(4) below. Additionally, military personnel not performing duties on behalf of the DoD must wear masks indoors while off the installation and maintain 6-foot physical distance, if feasible, from non-household members, except as detailed in paragraphs 4.b.(3)–4.b.(4). Civilians, contractors, and family members are highly encouraged to follow indoor mask wear policy while off installation as described in the previous sentence.

(3) **DAF-Wide Mask-Wear Exceptions for Unvaccinated Personnel**: Pursuant to reference (d), unvaccinated personnel are required to continuously wear masks while indoors on the installation, with the following limited exceptions:

- (a) when an individual is alone in an office with floor-to-ceiling walls with a closed door;
- (b) when alone in a vehicle or sharing the vehicle only with members of their household;
- (c) for brief periods of time when eating or drinking, while maintaining 6-foot distancing between members from different households;

- (d) when outdoors and 6-foot distancing is maintained between members from different households;
- (e) when actively participating in physical fitness activities either indoors or outdoors and either proper physical distancing is maintained or additional measures are implemented to mitigate the threat of transmission;
- (f) when it is required to be lowered briefly for identification or security purposes;
- (g) when necessary to reasonably accommodate an individual with a disability;
- (h) when necessary to reasonably accommodate a religious belief;
- (i) when underlying health conditions that prohibit the wear of a face covering exist and the individual is in possession of medical documentation from a health care provider outlining such a condition and the restrictions the condition places on wear of a face covering;
- (j) when mask use substantively interferes with the proper wear and use of personal protective equipment necessary for the accomplishment of one's military duties (e.g., when wearing occupational personal protective equipment (PPE), firefighters wearing supplied air respirators, Airmen wearing CBRN masks, etc.);
- (k) when personnel are in primary aircrew positions during critical phases of flight or emergencies; or when using flight crew oxygen equipment;
- (l) when clear or unrestricted visualization of verbal communication are essential to safe and effective operations.

(4) 97 AMW Categorical Mask-Wear Exemptions for Unvaccinated Personnel: Pursuant to the authority delegated to me by the Secretary of the Air Force in reference (d), I grant the following additional categorical exemptions to the requirement for unvaccinated personnel to wear a mask:

- (a) *Children*: In accordance with CDC guidance, children under the age of two years are not required to wear a mask. Children over the age of two years will be encouraged to wear masks to the extent practicable; however, children's intolerance to masks will not be a bar to base access or services.
- (b) *Rivers Elementary School*: Military personnel visiting Rivers Elementary School must wear a mask while indoors. All other unvaccinated personnel at Rivers Elementary School are not required to abide by DoD and DAF mask wear policies, but are highly encouraged. Rivers Elementary School may continue to establish mask wear policies consistent with CDC and Department of Education guidance.
- (c) *Safe Operation of Aircraft*: Unvaccinated aircrew will continue to wear masks during all phases of flight training to the maximum extent that it is practical and safe and

does not interfere with the safe operation of an aircraft. Unvaccinated aircrew may remove masks when necessary for safe operation of an aircraft.

(d) *Courts-Martial and Administrative Discharge Boards*: In order to promote fair processes and protect the constitutional, statutory, and regulatory rights of personnel involved in these proceedings, the requirement to wear masks may be modified to allow witnesses to not wear masks while testifying, to allow members to not wear masks while answering questions during voir dire, and in other similar situations furthering fair processes and protecting rights in the discretion of the presiding official.

(e) *Briefers*: Individuals conducting group briefings are authorized to remove their masks while speaking, as long as they are physically distanced from all other individuals by at least six feet.

(5) Case-by-Case Exceptions: Pursuant to reference (g), authority to authorize case-by-case exceptions to the DoD and DAF mask wear policies on Altus AFB is reserved to 97 AMW/CC. This reservation of authority does not preclude squadron and group commanders from having the discretion to assess case-by-case risk to force and/or mission, and to make risk-based mask-wear decisions informed by circumstances of heat stress, occupational hazards, and the immediate health and safety of their teams.

(6) Authorized Masks: Masks must cover the nose and mouth, fit snugly around the nose and chin, and have no large gaps around the sides of the face. DoD approved masks include non-medical disposable masks, masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Novelty or non-protective masks, masks with ventilation valves, and face shields are not authorized as a substitute for masks. Masks worn by military personnel while in uniform must be conservative, professional, and in keeping with dignity and respect.

c. Physical Distancing: Pursuant to references (c), (d), and (h) whenever performing official duties on behalf of the DOD, whether on or off base, unvaccinated individuals must maintain physical distance of at least 6 feet from other people who are not members of the individual's household, regardless of the other people's vaccination status.

5. Violations of this policy may result in administrative, disciplinary, UCMJ, debarment, and/or criminal action under 18 U.S.C. § 1382. Please refer any questions concerning the above policies and directions to your chain of command. Personnel residing on the installation who are unaffiliated with any unit may refer questions to the 97 AMW Legal Office at (580) 481-7294.

6. This order is effective immediately and supersedes any previous order, this subject. The following orders were superseded or rescinded by previous version(s) of this order:

- *Altus AFB Access during Coronavirus Disease (COVID-19) Pandemic*, dated 2 Apr 20;
- *Recommendation for Civilian Teleworking*, dated 17 Mar 20;
- *Quarantine/Isolation/Quarters Procedures*, dated 23 Mar 20;
- *COVID-19 Risk Mitigation Steps for Altus AFB FTU Trainees*, dated 30 Mar 20;

- *Leave and Pass Local Area Policy*, dated 30 Mar 20;
- *Gathering Limitations*, dated 16 Apr 20;
- *COVID-19 Self-Reporting Policy*, dated 6 Apr 20.
- *Off-Limits Areas*, dated 10 Apr 20.
- *Coronavirus Disease 2019 (COVID-19) Risk Mitigation Measures for Personnel Arriving at Altus AFB*, 25 Jun 20.

7. All personnel are reminded that they must continue to comply with State and cities' COVID-19-related orders when off the installation, which may be more restrictive than this policy. When this order is more restrictive than State and cities' orders, this order is controlling.

8. I understand that these restrictions cause hardships, but we must follow higher headquarters directives in implementing proactive measures to effectively counter the COVID-19 threat. I fully intend to lift these restrictions as quickly as conditions and higher headquarters authorizations allow. For the most up-to-date information during this dynamic time, to include status of activities and services on the installation, please reference Altus AFB's COVID-19 website: <https://www.altus.af.mil/coronavirus/>.



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